

**SENIOR CENTER OF YORK
BEGINNER'S COMPUTER CLASS**

Lesson 1: Introduction to Computer Basics

- Computer Hardware and Parts
- Start and Shut Down Computer
- Keyboard and Function Keys
- Keyboard Shortcuts
- Desktop and Icons
- Mouse
- Using Help: F1

Lesson 2: Introduction to Programs

- Opening Programs and Menus
- Practice Mouse Skills with Solitaire
- Open Word Processing Program
- Introduction to Parts of Word
- Discuss Tool Bar Commands
- Practice Skills in Word

Lesson 3: Managing Programs

- Opening Files/Folders
- Entering and Editing Text
- Saving Files
- "My Documents"
- Practice Cut/Copy/Paste
- Using Tool Bar Commands
- Installing/Uninstalling Programs

**Lesson 4: Introduction to Internet, Simple
Computer Maintenance**

- Define Internet and Its Origin
- Discuss World Wide Web (WWW)
- Requirements for Internet Access
- Discuss Browsers and Search Engines
- Managing E-Mail and Types Available
- Simple Computer Maintenance
- Advanced Computer Classes Offered at the Center